

# 2021 Virtual Fireworks Kickoff

LARA Bureau of Fire Services



# Table of Content



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- Renewal Process
- Safety fee submittal
- Cancellations
- NFPA 1124 / enforcement
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# Consumer Certificate Renewals

If you have an issued Consumer Certificate in years past and want to apply for that same location for another year, you may renew your registration on January 1<sup>st</sup> – April 1<sup>st</sup> of the year you are renewing.

To get started you will want to go to:  
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal**

Click here to get to : [Accela Automation Citizen's Portal](#)

DEPARTMENT OF  
**LICENSING AND REGULATORY AFFAIRS**

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LARA / BUREAU LIST / FIRE SERVICES

- State Fire Marshal
- Fireworks
- Fire Fighter Training Division
- Plan Review
- Storage Tank Division
- Field Services
- NFIRS
- MI Prevention
- Marijuana Plan Reviews/Inspections

### Fire Services

#### Welcome to the Bureau of Fire Services



**Mission Statement**  
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**Vision Statement**  
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

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[View the GovDelivery Announcements](#)

### QUICK LINKS

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once you click on the Accela Link, you will need to fill out:

User Name or E-mail:  
&  
Password:

Then click the Login button.

Announcements  Accessibility Support Register for an Account [Login](#)

### Verify a License

**\*\*You must have an account to apply for or renew a license\*\***

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▼

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**What would you like to do today?**  
To get started, select one of the services listed below:

#### Login

User Name or E-mail:

Password:

Remember me on this computer

[Login »](#)

[I've forgotten my password](#)  
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Click on:  
**Fire Services**

Announcements Logged in as: [redacted] Collections (0)  Cart (0) Account Management Logout

### Verify a License

**\*\*You must have an account to apply for or renew a license\*\***

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾

Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress  [View All Records](#)

Now you will see all the Records in your account. Look for the Certificate you want to renew.

Click on:  
**Renew Application**

11/30/2020	<a href="#">CT00089</a>	Consumer Fireworks Certificate Temporary Structure	T	58245 t, LANSING MI 48912 United States	0	laduk1vm	Received	<a href="#">Renew Application</a>
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### Step 1:

Will auto populate the facility address.  
If you have a different address, then what appears on your certificate that is being renewed, you will have to complete a new application.

#### Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

#### Step 1 : Step 1 > Page 1

\* indicates a required field.

#### Facility Address

This address is from your registration, it cannot be changed. If your registration address has changed, you will need to submit a new application.

* Street No.:	* Street Name:	Street Type:
<input type="text" value="123456"/>	<input type="text" value="T"/>	<input type="text" value="ST"/>
* City:	* State:	* Zip:
<input type="text" value="MASON"/>	<input type="text" value="MI"/>	<input type="text" value="48854"/>
County:	Township:	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Clear"/>		

### Step 1 (continued):

If you have a new contact that you would like to add to the account.

You may add an additional Contact at this time.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

#### Tori LaDuke

Email:

Address:

City:

State/Province:

Zip/Postal Code:

Phone:

Fax:

[Edit](#) [Remove](#)

#### ▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Action
--	--------------	-----------	---------	--------

No records found.

### Renewal Application

#### APPLICATION INFORMATION

Michigan Sales Tax License Number:

BB-1524567

\* Business Name Listed on Sales Tax License:

T

\* What is your current Michigan Sales Tax License Expiration Date::

12/31/2021

\* Sentenced for Felony Conviction within the preceding 5 years:

Yes  No

\* Ever been convicted of a felony involving theft, fraud, or arson:

Yes  No

\* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules::

Yes  No

#### PLAN REVIEW EXEMPTION

Does the location have an approved automatic fire sprinkler system:

Yes  No

\* Is this a renewal application for a permanent facility that has had no changes since last year?:

Yes  No

\* Amount in pounds of pyrotechnic composition on hand:

800

Step 1 (continued):

Application information will auto populate.

You will have to enter or answer the questions highlighted in the photo.

Add attachments that are needed at this time for your application.

- Bond
- Sales Tax License
- Site Plans
- Floor Plans

Then click on:

Continue Application

### Attachment

The maximum file size allowed is 100 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
[REDACTED]	Fireworks Inspection Report	30.60 KB	11/30/2020	<a href="#">Actions</a> ▼

Select from Account

Add

Continue Application »

Save and resume later



### Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Step 2:

Review all the information for the location that you are renewing.

Click on:  
[Continue Application](#)

#### Record Type

Consumer Fireworks Certificate Temporary Structure Renewal

#### Facility Address

[Edit](#)

58245 t  
LANSING MI 48912

#### Applicant

[Edit](#)

Individual  
Tori LaDuke  
123456  
Mason, MI, 48854

Phone:517-241-8847

#### Renewal Application

##### APPLICATION INFORMATION

[Edit](#)

Michigan Sales Tax License Number:	BB-1524567
Business Name Listed on Sales Tax License:	T
What is your current Michigan Sales Tax License Expiration Date::	12/31/2021
Sentenced for Felony Conviction within the preceding 5 years:	No
Ever been convicted of a felony involving theft, fraud, or arson:	No
Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules::	No

Then you will want to click on:  
**Check Out**

IF YOU NEED INSTRUCTIONS FOR CREATING YOUR ACCOUNT, RENEWING A LICENSE, OR CHANGING YOUR ADDRESS, CLICK HERE.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

### Consumer Fireworks Certificate Temporary Structure Renewal

1 Step 1    2 Review    **3 Pay Fees**    4 Record Issuance

#### Step 3 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Applicant Fee.	1	\$1,000.00

**TOTAL FEES:: \$1,000.00**

Note: This does not include additional inspection fees which may be assessed later.

**Check Out »**

**Continue Shopping »**

Click on:  
**Electronic Check**  
Or  
**Credit Card**  
Click on:  
**Next**

### Payment Method

#### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

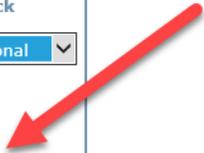
#### Choose method of payment

Pay by electronic check

\* Account Type:

Pay by credit card



#### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

#### International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

### Check Payment Screen

Depending on if you clicked on Check or Credit Card these are the screens you will have. Fill out all the fields and then Click: **Next**

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

---

**Payment Method**

\*Name On Account:

\*Account Number:  What's This?

\*Re-Type Account Number:

\*Routing Number:  What's This?

\*Account Type:  Checking  Savings

or

### Credit Card Payment Screen

#### MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

To continue the payment process, click the "Next" button in the box below.

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

---

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date:

\*Card Verification Value(CVV2):  What's This?

Click:  
**Pay Now**

### MI Accela LARA

ay Now" in the box below.

ormation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

Address
<b>Billing Address:</b> [Redacted]
Payment Method
Credit Card  [Redacted]
Payment Amount
<b>Amount:</b> 50.00 USD
<b>Total:</b> 50.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>



Once you have paid it should take you back to Accela and give you a record number. You have completed the application process.

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.  
Once your application is approved you will be notified by the department.  
**If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.**

2020-1 Copy Record

Once you have paid it should take you back to Accela and give you a record number.

10 days after you register your renewal your LP or LT number will switch from the status of “Renewal Received” to “Active” and you will then be able to sell Low Impact Product.

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

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If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.

2020-1

Copy Record

# Low Impact Renewals

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LARA / BUREAU LIST / FIRE SERVICES

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- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once you click on the Accela Link, you will need to fill out:

User Name or E-mail:  
&  
Password:

Then click the Login button.

Announcements  Accessibility Support Register for an Account [Login](#)

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Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▾

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**What would you like to do today?**  
To get started, select one of the services listed below:

#### Login

User Name or E-mail:

Password:

Remember me on this computer

[Login »](#)

[I've forgotten my password](#)  
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Click on:  
**Fire Services**

Announcements Logged in as: [redacted] Collections (0) Cart (0) Account Management Logout

### Verify a License

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Click [here](#) for instructions on how to register for an account

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Would you like to renew a trade license? [YES](#)

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾

Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Now you will see all the Records in your account. Look for the Registration you want to renew.

Click on:  
**Renew Application**

11/30/2020 **LP00115**

Low Impact  
Registration  
Permanent  
Structure

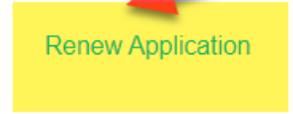
t

United  
States

0

laduk1vm Expired

[Renew Application](#)



### Step 1:

Will auto populate the facility address. If you have a different address, then what appears on your registration that is being renewed, you will have to complete a new application.

#### Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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#### Step 1 : Step 1 > Page 1

\* indicates a required field.

#### Facility Address

This address is from your registration, it cannot be changed. If your registration address has changed, you will need to submit a new application.

* Street No.:	* Street Name:	Street Type:
<input type="text" value="123456"/>	<input type="text" value="T"/>	<input type="text" value="ST"/>
* City:	* State:	* Zip:
<input type="text" value="MASON"/>	<input type="text" value="MI"/>	<input type="text" value="48854"/>
County:	Township:	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Clear"/>		

### Step 1 (continued):

If you have a new contact that you would like to add to the account.

You may add an additional Contact at this time.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

#### Tori LaDuke

Email:

Address:

City:

State/Province:

Zip/Postal Code:

Phone:

Fax:

[Edit](#) [Remove](#)

#### ▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Action
--	--------------	-----------	---------	--------

No records found.

Step 1 (continued):

Application information will auto populate.

The only entry you will have to complete is your Michigan Sales Tax License Expiration Date.

### Application Information

#### APPLICATION INFORMATION

\* Is the applicant a Sole Proprietorship:

Yes  No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

45-1234567

\* What is your current Michigan Sales Tax License Number:

? 45-1234567

\* What is your current Michigan Sales Tax License Expiration Date:

12/31/2021



\* Business Name Listed on Sales Tax License:

T

\* Fireworks Business Name/Doing Business As:

T

\* At what address will you be storing fireworks (street, city, zip):

T

\* What county will your retail sales be located:

MIT

\* In which city, township or village will your retail sales be located:

Lansing

### Step 2:

Review all the information for the location that you are renewing.

Click on:  
Continue Application

#### Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

#### Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

##### Fireworks Low Impact Renewal

#### Facility Address

123456 tech

[Edit](#)

#### Applicant

Individual

Phone:

[Edit](#)

#### Application Information

##### APPLICATION INFORMATION

Is the applicant a Sole Proprietorship:	No
What is your Federal Taxpayer Identification Number (if not applicable enter N/A):	45-1234567
What is your current Michigan Sales Tax License Number:	45-1234567
What is your current Michigan Sales Tax License Expiration Date:	12/31/2021
Business Name Listed on Sales Tax License:	
Fireworks Business Name/Doing Business As:	
At what address will you be storing fireworks (street, city, zip):	
What county will your retail sales be located:	
In which city, township or village will your retail sales be located:	

[Edit](#)

Then you will want to click on:  
**Check Out**

### Low Impact Registration Permanent Structure

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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#### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
	1	\$50.00

TOTAL FEES:: \$50.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

[Continue Shopping »](#)

Then you will want to click on:  
**Check Out**

\*\*\*If you have more applications to complete, then click on:  
**Continue Shopping**

Then you will want to continue the process again with next location you may have. \*\*\*

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾

### Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Edit cart and Choosing Pay Later link.

**PAY NOW**

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

1 Application(s)   \$50.00	Total due: \$50.00
▶ Low Impact Registration Permanent Structure 20TMP-007957	

**Total amount to be paid: \$50.00**  
Note: Application fees are non-refundable.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Click on:  
**Electronic Check**  
Or  
**Credit Card**  
Click on:  
**Next**

### Payment Method

#### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

#### Choose method of payment

Pay by electronic check

\* Account Type:

Pay by credit card



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### Check Payment Screen

Depending on if you clicked on Check or Credit Card these are the screens you will have. Fill out all the fields and then Click: **Next**

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

---

**Payment Method**

\*Name On Account:

\*Account Number:  What's This?

\*Re-Type Account Number:

\*Routing Number:  What's This?

\*Account Type:  Checking  Savings

or

### Credit Card Payment Screen

#### MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

To continue the payment process, click the "Next" button in the box below.

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

---

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date:

\*Card Verification Value(CVV2):  What's This?

Click:  
**Pay Now**

### MI Accela LARA

ay Now" in the box below.

ormation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

Address
<b>Billing Address:</b> [Redacted]
Payment Method
Credit Card  [Redacted]
Payment Amount
<b>Amount:</b> 50.00 USD
<b>Total:</b> 50.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>



Once you have paid it should take you back to Accela and give you a record number. You have completed the application process.

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.  
Once your application is approved you will be notified by the department.  
**If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.**

2020-1 Copy Record

# Fireworks

## Fire Safety Fee Submittals and Cancellation process

**Fireworks Safety Fee's must be remitted by the 20<sup>th</sup> of the preceding month. Failure to do so may result in a civil fine in accordance with 28.460 Sec. 10 (4)(a)(b)(c)**

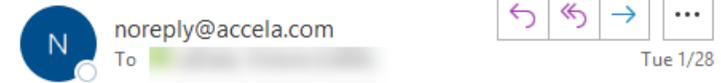
These instructions go in detail of how to submit your Fire Safety Fees for your Low Impact Registrations and or Consumer Grade Fireworks Certificate and to cancel your Registration and or Certificate.

In 2020 we have added a few changes to the Safety Fee and Cancellation process. Customers will now be adding their Safety Fees to their active and or issued Low Impact and or Consumer Certificates. The 1<sup>st</sup> of every month customers will be receiving an email from Accela stating that their Fire Safety fees are due. Also, there is a cancellation radio button that will allow you to cancel at the time you are remitting your Fire Safety Fees.

**Example:**

On July 1<sup>st</sup> you will receive an email to enter your monthly Fire Safety Fees for June.

Fireworks Monthly Safety Fee Reporting



RE: Monthly Firework Safety Fee Reporting & Compliance PA 256 28.460 Sec 10(3)

Time to enter your monthly Fire Safety Fees for 2020-CP00004.

**Fireworks Safety Fee's must be remitted by the 20<sup>th</sup> of the preceeding month. Failure to do so may result in a civil fine in accordance with 28.460 Sec. 10 (4)(a)(b)(c)**

Please note: You are required to report monthly even if no sales have taken place for that time period. A "zero" sales report shall be submitted in accordance with the above.

To get started you will want to go to:  
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal**

Click here to get to : [Accela Automation Citizen's Portal](#)

DEPARTMENT OF  
**LICENSING AND REGULATORY AFFAIRS**

[BUREAU LIST](#) [SEARCH LICENSE TYPES](#) [VERIFY A LICENSE](#) [FILE A COMPLAINT](#) [LARA NEWS RELEASES](#) [FOIA REQUEST](#)

LARA / BUREAU LIST / FIRE SERVICES

- State Fire Marshal
- Fireworks
- Fire Fighter Training Division
- Plan Review
- Storage Tank Division
- Field Services
- NFIRS
- MI Prevention
- Marijuana Plan Reviews/Inspections

### Fire Services

#### Welcome to the Bureau of Fire Services



**Mission Statement**  
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**Vision Statement**  
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

**Sign up here to receive GovDelivery announcements from the Bureau of Fire Services**

[View the GovDelivery Announcements](#)

### QUICK LINKS

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once you click on the Accela Link, you will need to fill out:

User Name or E-mail:  
&  
Password:

Then click the Login button.

Announcements  Accessibility Support Register for an Account [Login](#)

### Verify a License

**\*\*You must have an account to apply for or renew a license\*\***

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▼

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**What would you like to do today?**  
To get started, select one of the services listed below:

#### Login

User Name or E-mail:

Password:

Remember me on this computer

[Login »](#)

[I've forgotten my password](#)  
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Now you will want to Click on Fire Services. This is where you will be able to access all Low Impact and Consumer Fireworks Registrations/ Licenses.

Announcements Logged in as: [redacted] Collections (0) Cart (0) Account Management Logout

### Verify a License

\*\*You must have an account to apply for or renew a license\*\*

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [?](#) [View All Records](#)

Once you can see the list of all your  
Fireworks records.

Click on:

**Amendment**

---

12/09/2020	<a href="#">CT00109</a>	Consumer Fireworks Certificate Temporary Structure	Boom SHakalaka	1001 BARNES ST, MASON MI 48854 United States	0	laduk1vm	Safety Fee Due	<a href="#">Amendment</a>
------------	-------------------------	--	----------------	---	---	----------	----------------	---------------------------

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**Once you clicked on Amendment, you will see this beginning information page, informing persons about the requirements on the Fireworks Safety Fees and how the amendment process works.**

### Sales Reporting Amendment

1 Safety Fee Reporting	2 Review	3 Record Issuance
------------------------	----------	-------------------

#### **Step 1 : Safety Fee Reporting > Page 1**

As a Fireworks Retailer operating in Michigan you are responsible for collecting and submitting Fireworks Safety Fees. You must remit Fireworks Safety Fees on all sales of Consumer and Low Impact Fireworks no more than 20 days after the end of each month starting with the month the Certificate is issued or the registration is submitted. This requirement continues until the Consumer Certificate or Low Impact Registration expires or is cancelled.

You are also required to report zero sales no more than 20 days after the end of each month starting with the month the Consumer Certificate is issued and or the Low Impact Registration is submitted.

Please enter your Monthly Fireworks Safety Fees below. If you are done selling for the rest of the season, please change the Certificate/Registration Cancellation option to "Yes" for the last month of reporting so that your business is no longer required to enter the monthly Fireworks Safety Fees.

#### **What information do I need to complete the amendment?**

You will need your total gross sales of product that was sold for the months you are reporting for.

#### **I am done selling for the year, what do I do next?**

At the time you are entering safety fees, you may cancel. You must enter all the months that you were issued or active, including the month the registration is being cancelled for. Once you have entered those months, mark the final month's "Certificate/Registration Cancellation" field to "Yes".

#### **I received an error that I did not enter all the required months, what do I do now?**

The system will calculate the months needed to be entered by the date that you have been issued and or active. Add the month to your rows and the system will allow you to continue. If you made no sales, you must still enter each month with sales of zero.

\* indicates a required field.

## Scroll down to **Sales Reporting**

If you are no longer selling Fireworks for the remainder of your Certificate and or Registration, then you do have the option to cancel your certificate.

If you are ready to cancel, you may click, Yes.

The system will automatically fill in the month that you are creating the amendment.

### Sales Reporting

#### SALES REPORT INFORMATION

Are you cancelling your Certificate or Registration?:

Month: \*

Year: \*

Yes  No

February ▼

2021 ▼

\* indicates a required field.



Scroll down to the Monthly Safety Fee Reporting Table.

Click on:

Add a Row

### Monthly Safety Fee Reporting

#### SALES REPORT INFORMATION

Showing 0-0 of 0

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
No records found.							

Add a Row 

Continue Application »

Save and resume later

Now it is time for you to fill out the information that is highlighted.

The date reported will auto populate along with the amount of safety fees due.

Then click on:  
**Submit**

**SALES REPORT INFORMATION**

\* Permanent building or structure:  Yes  No

\* Gross Sales Amount Reported: 1561

\* Gross Safety 93.66

\* Permanent Structure Discount: 0

\* Safety Fee Amount Due: 93.66

Date Reported: 02/02/2021

\* Month: --Select--

\* Year: --Select--

**Submit** Cancel

A red arrow points to the orange 'Submit' button.

Once you have entered your month, you may click on Continue Application

\* indicates a required field.

### Sales Reporting

#### SALES REPORT INFORMATION

Are you cancelling your Certificate or Registration?:

Yes  No

Month: \*

February ▼

Year: \*

2021 ▼

### Monthly Safety Fee Reporting

#### SALES REPORT INFORMATION

Showing 1-1 of 1

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
No	15615	936.9	0	936.9	02/04/2021	February	2020

Add a Row ▼

Continue Application »

Save and resume later



**An error has occurred.**

Registration will be marked cancelled starting FEBRUARY 2021

You are required to enter the following months for reporting:

MARCH 2020

APRIL 2020

MAY 2020

JUNE 2020

JULY 2020

AUGUST 2020

SEPTEMBER 2020

OCTOBER 2020

NOVEMBER 2020

DECEMBER 2020

JANUARY 2021

FEBRUARY 2021

**Sales Reporting Amendment**

1 Safety Fee Reporting	2 Review	3 Record Issuance
------------------------	----------	-------------------

This screen only happens when you are missing Safety Fee months.

The system is pulling by the month issued or active.

For this example:  
CT00447 was issued on February 21, 2020 .

I entered for February 2020 and continued without entering all the other required months.

Since I didn't enter all the required months, the system created the error. Now you must enter all the requested months or else the system will not let you move forward.

NOW REMEMBER SAFETY FEES ARE STILL DUE BY THE 20<sup>th</sup> of the following month so you never should be in the situation!! 😊

Now you need to fill out all the required months that the system is telling you to take care of.

Once you have entered all the required months you will

**Click on: Continue Application**

\* indicates a required field.

### Sales Reporting

#### SALES REPORT INFORMATION

Are you cancelling your Certificate or Registration?:

Yes  No

Month: \*

February

Year: \*

2021

### Monthly Safety Fee Reporting

#### SALES REPORT INFORMATION

Showing 1-1 of 1

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
No	15615	936.9	0	936.9	02/04/2021	February	2020

Add a Row

**Continue Application »**

Save and resume later

Create/Amend an Application/Record Search Applications

### Sales Reporting Amendment

1 Safety Fee Reporting	2 Review	3 Record Issuance
------------------------	----------	-------------------

### Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Sales Reporting Amendment

### Sales Reporting

SALES REPORT INFORMATION

[Edit](#)

Are you cancelling your Certificate or Registration?: No

### Monthly Safety Fee Reporting

SALES REPORT INFORMATION

[Edit](#)

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
No	5000	300	0	300	02/21/2020	January	2020
No	156	9.36	0	9.36	02/18/2021	February	2020

Now you will have the review page of all the entries that you just made.

Now if you have messed up and need to click on the edit button. You will have to resubmit all your entries.

Once you have reviewed you can

Click on Continue Application.

Now you need to pay your fees.

Click on:  
**Check out**

**\*If you have multiple locations\***

Click on:  
**Continue Shopping and it will add your Fire Safety Fees to your Cart so you can pay all at once.**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Fire Safety Fee	720	\$720.00

TOTAL FEES:: \$720.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

[Continue Shopping »](#)

Click on:  
Checkout

### Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

#### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Edit cart and Choosing Pay Later link.

#### PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

1 Application(s) | \$720.00

Total due: \$720.00

**Total amount to be paid: \$720.00**

Note: Application fees are non-refundable.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

Click on:  
**Electronic Check**  
Or  
**Credit Card**

Click on:  
**Next**

### Payment Method

#### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

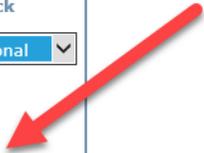
#### Choose method of payment

Pay by electronic check

\* Account Type:

Pay by credit card



#### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

#### International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

### Check Payment

Depending on if you clicked on Check or Credit Card these are the screens you will have. Fill out all the fields and then Click: **Next**

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

---

**Payment Method**

\*Name On Account:

\*Account Number:  What's This?

\*Re-Type Account Number:

\*Routing Number:  What's This?

\*Account Type:  Checking  Savings

### Credit Card Payment Screen

#### MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

To continue the payment process, click the "Next" button in the box below.

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

---

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date:

\*Card Verification Value(CVV2):  What's This?

**LARA**

LICENSING AND REGULATORY AFFAIRS

FIRE  
SERVICES

# Common Citations

# Commonly Issued Citations

## Security/Unsecure Product

NFPA 7.3.19.3 - CFRS facilities and stores shall be secured when unoccupied and not open for business, unless fireworks are not kept in the facility during such times.

# Selling of unapproved devices

## NFPA 7.2.4, 7.2.5, 7.2.6, 7.2.7 –

**7.2.4** Retail sales of display fireworks and pyrotechnic articles, including the related storage and display for sale of such fireworks and articles, shall be prohibited at a CFRS facility or store.

**7.2.5** Retail sales of certain explosive devices prohibited by the *Child Safety Act of 1966*, including the related storage and display for sale of such devices, shall be prohibited at a CFRS facility or store.

**7.2.6** The retail sales of pest control devices, including their related storage and display for sale, shall be prohibited at a CFRS facility or store.

**7.2.7** The retail sales of fireworks that do not comply with the regulations of the U.S. Consumer Product Safety Commission as set forth in 16 CFR 1500 and 1507 and the regulations of the U.S. Department of Transportation as set forth in 49 CFR 100 to 178, including their related storage and display for sale, shall be prohibited.

## Maintaining required egress:

**NFPA 7.3.14** - The minimum number of exits provided from the retail sales area shall be not less than three or as determined in accordance with [NFPA 101](#), *Life Safety Code*, whichever number is greater.

Failure to report fireworks safety fees.

# NFPA 7.4.6.1 - Clearance to combustibles

# FIRE SAFETY FEE ENFORCEMENT

# FSF REMITTANCE / ENFORCEMENT

## PA 256

- **28.458 Fireworks safety fee ; imposition; payment; deposit in fireworks safety fund; failure to comply as misdemeanor; fine.**
- Sec. 8. (1) A user fee, known as the fireworks safety fee, is imposed on retail transactions made in this state for consumer fireworks and low-impact fireworks as provided in section 9.  
  
(2) **A person that acquires consumer fireworks or low-impact fireworks in a retail transaction is liable for the fireworks safety fee on the transaction** and, except as otherwise provided in this act, shall pay the fireworks safety fee to the retailer as a separate added amount to the consideration in the transaction. The retailer shall collect the fireworks safety fee as an agent for the state.

# FSF REMITTANCE / ENFORCEMENT

- (4) A person that fails to collect a fireworks safety fee as required under this section is responsible for a civil fine as follows:
  - (a) For a first violation, not more than \$5,000.00. (If the person is a retailer of low-impact fireworks and, within 30 days of receiving a notice of violation, the person remits to the department the estimated equivalent of the amount the person should have collected under this section, the department shall waive the civil fine described in this subdivision).
  - (b) For a second violation, not more than \$20,000.00.
  - (c) For a third or subsequent violation, not more than \$40,000.00.

## **28.460 Fireworks safety fees ; remittance; forms; manner; payment liability; past due amounts; aggregate filing; investigation.**

- Sec. 10. (1) A person that holds a consumer fireworks certificate or that is a retailer of low-impact fireworks is responsible for remitting all fireworks safety fees, as described in section 9, to the department. The person shall remit the fees collected with a form provided and in a manner prescribed by the department. The person shall hold in trust for the state the fees collected until those fees are remitted to the state. An individual who holds a consumer fireworks certificate or who is a retailer of low-impact fireworks is personally liable for the payment of the fees collected.
- (2) The department may refer for collection to the department of treasury past due amounts of the fireworks safety fee consistent with section 13 of 1941 PA 122, MCL 205.13 or may initiate subrogation for collection within the department.
- (3) A person that is responsible for remitting the collected fireworks safety fees under subsection (1) shall remit **those fees no later than 20 days after the end of each preceding month.** A person that operates 25 or more retail locations in this state that are permanent buildings or structures may remit the collected fees in an aggregate filing under 1 common identification number as determined by the department.

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF FIRE SERVICES  
FIREWORKS SAFETY GENERAL RULES**

**R 29.2905 Collection of fees.**

- Rule 5 . The bureau shall create procedures for the collection of applications and fireworks safety fees in accordance with the act, the Michigan department of treasury rules and procedures, and department of licensing and regulatory affairs tax and finance procedures, and shall include all of the following:
  - Pursuant to sections 8 and 9 of the act, MCL 28.458 and 28.459, a person who sells consumer fireworks, low-impact fireworks, or both, at retail locations shall collect the 6% fireworks safety fee when the gross retail income is \$1.04 or more as determined before any taxes are applied. This fee shall be in addition to the 6% Michigan state sales tax. A person who fails to collect and remit the fireworks safety fee **electronically** is **subject to the civil fines provided in the act.**

## CITATION From ENFORCEMENT

- On the 1<sup>st</sup> of every month, you will receive an E-mail from the Fireworks division reminding you of the FSF fee requirement to report and remit all Fire Safety Fees by the 20<sup>th</sup> of the month.
- On the 21<sup>st</sup> the Fireworks program will flag your file if Fire Safety fees have not been reported electronically under your certificate number.
- A Citation will be issued under the PA256 Fireworks Safety Act.
- Depending if it's a 1<sup>st</sup> offense, 2<sup>nd</sup> Offense, or 3<sup>rd</sup> Offense will determine the Fine amount.
- Violation of remittance of Fire Safety Fees is technically a violation of the \$5,000.00 Bond and could result in forfeiture of the bond.

# Example FSF Enforcement Remittance LETTER

- In accordance with P.A.256 of 2011, you have been issued a civil fine for failure to remit or report fireworks safety fees as required by 28.458 of the Michigan Fireworks Safety Act and Rule 5 of the Fireworks Administrative Rules.
- Reminders of this requirement and the potential to be issued civil fines are emailed out to all certificate holders and low impact registrants on a monthly basis.
- Enclosed is the citation for failure to pay and or report fireworks safety fees. You have been issued a
- fine of \$500. For the first violation, a fine of not more than \$5000 may be imposed. For a second violation, a fine of not more than \$20,000 may be imposed. For a third or subsequent violation, a fine of not more than \$40,000 may be imposed.

# Example FSF Enforcement Remittance Letter

- **WHY DID I RECEIVE THIS CITATION?**

- Safety fees are required to be paid and or reported using the Acela Account your representative created, not later than 20 days after the end of the preceding month for each open certificate or low impact registration. Reasons you would have received this citation are:
  1. Failure to report or pay any safety fees for an active registration or certificate.
  2. Sales were not reported by the 20<sup>th</sup> day of the preceding month.
  3. Your chosen representative reported and paid timely for a couple months and stopped reporting once you discontinued selling consumer or low impact fireworks. (NOTE: You must cancel the certificate or registration even if you have discontinued selling otherwise you are still required to report zero sales for each month the certificate or registration is active.) Instructions to cancel your certificate are on our website at [www.michigan.gov/bfs](http://www.michigan.gov/bfs). This will give you detailed instructions.
  4. Your chosen representative paid and reported safety fees, however, did not use the current low impact or consumer sales certificate number and the fees were not applied to the appropriate account.

# Example FSF Enforcement remittance letter

- Citations have instructions how to pay them. Instructions are also listed on the citation if you choose to file an appeal. Failure to address the citation shall institute proceedings of collections from the Michigan Department of Treasury. Please refer to the back of the citation for instructions how to pay the fine.
- If you feel there has been an error and you are not in violation you may speak to the issuing investigator and advise them why you feel you were cited in error. Their numbers are Bill Yost 248-888-0510 or Mick Dingman 517-375-0112.

# FSF Enforcement – Common problems

- Applicant forgets once certificate is issued reporting becomes mandatory per month.
  - Example: If Certificate is Dated April ## then Reporting FSF Electronically has to begin in April.
  - But what If I only start selling in July?.....System will still flag your Certificate by the Date Issued.

# FSF Enforcement – Common problems

- Firework Certificates are open for the entire season up to April of the following year.
  - That means there could be 16 months of reporting for FSF Remittance.
  - What happens if I'm done selling at the end of July do, I still need to report?
    - YES. The only time FSF reporting is not required is if the Certificate is cancelled.
    - Once the certificate is Cancelled it cannot be reopened until the next year Application period.

# FSF Enforcement – Common Problems

- I start selling on June 30 and only sell for one day in June do I have to report for June?
  - YES, and it will be required to be remitted by July 20.
  - If you are found open and selling in June and report \$0 Sales for June this is false reporting and subject to a fine and a treasury audit.

# FSF Enforcement – Common Problems

- Ultimately when the applicant obtains the certificate the applicant is responsible to provide the correct contact information which includes:
  - Phone Number
  - E-Mail Address- Which can be more than one.
  - A Physical address of the applicant.
- This information is critical in the Bureaus ability to contact the applicant to ensure information is shared and questions answered.

# FSF Enforcement

- Questions?

Thank You!

